



**ASSOCIATE SYSTEMS SOFTWARE SPECIALIST (TECHNICAL)
7500 – 1585 - 1PB10**

Department(s): State Personnel Board/Statewide

Opening Date: 6/16/2011 2:40:00 PM

Closing Date: Continuous

Cut-off Date: 6/16/2014

Type of Examination: SERVICEWIDE OPEN

Salary: MONTHLY-RANGED-SALARY - \$4,611.00 to \$5,882.00

Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent

Exam Type: State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time. Once you have taken the Training and Experience Evaluation, you may not retake it for six (6) months.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: Click on the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones or at (800) 735-2922 from voice phones.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the State Personnel Board for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility. Positions currently exist in Alameda and Sacramento counties.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing duties comparable to a Programmer II, which must include the performance of duties such as coding, designing, modifying, installing, evaluating, and maintaining computer software.

OR II

Eighteen months of progressively responsible experience in information technology systems study, design, and/or programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent planning and software development, systems analysis, or systems programming (software) work.

OR III

Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

POSITION DESCRIPTION

ASSOCIATE SYSTEMS SOFTWARE SPECIALIST (TECHNICAL)

Under supervision, independently performs assigned systems programming (software) work;

and/or acts as leadsperson over others performing systems software work; and/or participates on software project teams. This is the full journey level.

Classes in this series are used to analyze, design, code, implement, maintain, and evaluate computer software: this includes, but is not limited to, operating systems, control systems, proprietary software packages, telecommunications software, and database management software. These classes are also used as technical advisors to act as consultants to other information technology personnel in solving system problems and achieving the best use of available hardware and software resources; to act as leadperson or supervisor over other personnel; the classes are also used to coordinate and ensure effective operations of complex multiple hardware and software configurations; and to do other related work.

Computer software encompasses operating systems and utilities, telecommunications software, database management systems, special purpose vendor-supplied package software, special purpose control systems, and includes, but is limited to, both modified vendor-supplied systems and systems specifically developed by the user.

Positions currently exist in Alameda and Sacramento Counties.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

- Information technology concepts, practices, methods, and principles to install, maintain, secure, and support hardware and software
- Procedures and requirements to implement and validate hardware or software installations
- Various system data gathering and analysis techniques for troubleshooting and diagnostics
- Customer service practices to effectively represent the organization while assisting customers

Ability to:

- Analyze data and situations logically to troubleshoot problems and make recommendations
- Install and upgrade hardware or software systems (e.g., patches/fixes, firewalls, routers, switches, security devices, controllers, consoles, messaging systems)
- Read and understand technical documents in order to install and configure hardware or software
- Read and interpret reference materials to make decisions and provide recommendations.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

CAREER CREDITS

Career Credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
(866) 844-8671, TTY (916) 654-6336
California Relay Service: (800) 735-2929 (TTY), (800) 735-2922 (Voice)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight may be given to the breadth and recency of

pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [here](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. In open (only) entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. In open, non-promotional entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored at your request.

[Click here to go to the Training and Experience Evaluation for Associate Systems Software Specialist \(Technical\)](#)